

UTAH ARMY NATIONAL GUARD

ANNOUNCEMENT		DATE
ARMY 13-002		28 January 2013
POSITION TITLE	MAXIMUM GRADE	MOS/AOC
Recruiting and Retention NCO	SGT/E5	79 CMF
<u>**This announcement is for two positions**</u>		
LOCATION OF POSITION		
Recruiting and Retention Battalion		Northern Utah and Utah County
OPENING DATE		CLOSING DATE
28 January 2013		25 February 2013

**FULL-TIME VACANCY
ANNOUNCEMENT
SUBMIT APPLICATION TO:
UTAH NATIONAL GUARD
ATTN: HRO-A
12953 Minuteman Drive
DRAPER, UTAH 84020-1776
TELEPHONE: (801) 432-4315
APPLICATIONS SUBMITTED IN
POSTAGE PAID FEDERAL
ENVELOPES ARE IN VIOLATION OF
18 USC SECTION 1719 AND WILL
NOT BE CONSIDERED.
FAXED APPLICATIONS WILL NOT
BE ACCEPTED.
www.ut.ngb.army.mil/hro**

THIS POSITION IS AN ACTIVE DUTY AGR TOUR

WHO MAY APPLY: Current AGR Soldiers, members of The Utah Army National Guard or Service members eligible to become a member of the Utah Army National Guard. Enlisted only or officer/WO willing to take reduction to enlisted rank.

HOW TO APPLY:

AGR SOLDIERS: Current Utah Army National Guard AGR soldiers may apply by submitting a completed NGB 34-1 to HRO-A. If not MOSQ, submission of ASVAB scores is mandatory.

NON AGR SOLDIERS: the following forms and documents are required: **(No Binders – HRO will discard binders).**

- (1) NGB Form 34-1 (Nov 10). **Application must be signed**
- (2) Current IMR (Individual Medical Readiness) from AKO or MEDPROS.
- (3) Personnel Qualification Record (PQR) or Enlisted Record Brief (ERB) or Officer Record Brief (ORB).
- (4) Statement of all active service performed. DD Form 214 / DD Form 1506/ or RPAS statement.
- (5) DA photo, three-quarter length photo in ACU or Service uniform.
- (6) Copy of ASVAB scores if not MOSQ.
- (7) Last three OER's or NCOER's. Applicants without an OER/NCOER will submit a performance evaluation from their supervisor.

IMPORTANT! PLEASE READ DISCLAIMER: you, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications will be considered "Not Qualified" because of lack of information. The HRO is not responsible to inform you if your packet is incomplete. Applications and associated documents will not be returned nor considered for future vacancy announcements. Do not submit original documents.

QUALIFICATIONS for initial entry into AGR program:

Officers: Must possess AOC commensurate with AGR duty position.

Warrant Officers: Must possess MOS commensurate with AGR duty position

Enlisted: Applicants for positions in grade E5 and below will have 12 months to become MOS qualified. If E6 or above must be MOS qualified for the position or service member will be reduced to E5 and given 12 months to become MOS qualified. Applicant's military grade cannot exceed the maximum military grade authorized. An over-grade applicant must indicate in writing a willingness to be administratively reduced in grade when assigned to the position.

Sustainment

For the purpose of sustainment requirements, Soldiers who are selected into the AGR Program in a position commensurate with their current grade will be removed from the promotion list upon the effective date of hire for a period of 12 months. A memorandum of understanding will be required by the selected Soldier prior to orders being published by this headquarters.

OTHER REQUIREMENTS:

Individual selected for this position will be ordered to active duty in an Active Guard/Reserve (AGR) status under the provisions of Section 502f Title 32 U.S. Code. Individuals must: Meet the initial entry eligibility requirements of AR 135-18 and NGR 600-5. The basic job qualifications are listed on the attached Position Description; * **Must** have a qualifying Periodic Health Assessment (PHA) at an active duty medical facility, an ARNG medical unit, or US Army Reserves medical unit, IAW Chapter 3, AR 40-501 within 12 months and HIV test accomplished within 24 months prior to initial entry into the AGR program. Must be able to complete 3 years AGR service prior to completing 18 years of active military service or mandatory removal date. Must meet height and weight standards of AR 600-9. Must have or be able to get a security clearance.

SELECTING SUPERVISOR: SGM Rhinehart

VICE: Original

APPLICATIONS MUST ARRIVE AT THE HUMAN RESOURCE MANAGEMENT OFFICE NO LATER THAN 1630 HOURS ON THE ABOVE CLOSING DATE

RECRUITING & RETENTION NCO

1. INTRODUCTION:

This position is located in the fulltime Recruiting Force. The incumbent provides recruiting support to assigned units and other units of the Utah National Guard.

2. DUTIES AND RESPONSIBILITIES:

A. Identify prospective members in the community. Present "Careers" program to a minimum of 20 students in each high school in recruiting area each school year. Secure critique card from each student present during "Careers" workshop. Identify and personally contact, monthly, one influential faculty member in each high school in recruiting area. Attend all "garrison" unit-training assemblies and secure a minimum of 5 leads from unit members each month. Secure roster of juniors and seniors from each high school in recruiting area by November 1st of each new school year. Contact each ASVAB tested student who indicates military service interest within 2 days of receipt of provided list. Contact, in person or by telephone, each "Careers" participant within 21 days of workshop and attempt to secure interview. Contact, in person or by telephone, all other students in recruiting area by February 1st of each year and attempt to secure interviews.

B. Secure an annual average of one interview for such ten contacts. Prequalify, prior to initial interview, prospects with 90% accuracy. Determine physical, mental and moral eligibility without error (NGR 600-200 and AR 40-501). Conduct interview utilizing Professional Selling skills III format and methods.

C. Establish rapport and identify needs of prospective members. Explain benefits of membership and incentive programs without error (NGR 600-15 and AR 135-7). Explain requirements of membership without error (NGR 600-200 and AR 135-178). Utilize sales skills to gain commitment to enlist in sufficient numbers to satisfy provisions of Annual Performance Contract.

D. Prepare enlistment application, associated forms and secure required documentation without error (NGR 600-200). Conduct detailed screening of eligibility. Arrange for and accomplish enlistment processing within 7 days of securing commitment to enlist on 75% of applicants (AR 601-270. MEPCOM Regs 40-1, 40-4 and MEPS SOP). Coordinate enlistment processing with MEPS.

E. Maintain prospect card file and appointment calendar of active prospects in accordance with established procedures (NGB Pam 601-1). Maintain high school folders in accordance with established procedures (NEARNG Pam 601-1). Prepare and submit all required reports to supervisors according to established procedures and in a timely manner. Operate and maintain assigned vehicle and equipment according to established rules and regulations (AR 58-1 and 58-2). Maintain office cleanliness at all times.

F. Average of 100 telephone and personal contacts per week of 17-35 year old men and women who the incumbent discerns may be interested in enlisting or who may assist to recruiter in enlisting a third party. Use interpersonal skills and techniques taught in both formal and informal training. High school "Careers" program materials and training are provided by the recruiting operations staff and the supervisor. A vehicle is provided for business use only, as is an office, a computer, a telephone, telephone card and other office equipment.

G. Use prequalification rules and techniques taught in formal and informal training. Use procedures taught in formal and informal training.

H. Average of 15 personal interviews of 1 to 2 hours duration per week. Interviews are often conducted in the evening hours or during the weekends, in either the applicants home or at the armory recruiting office, sources, often the prospect may live from 25 to 100 miles from the recruiter's hometown. Frequently, more than one such interview is necessary with each applicant before a commitment to enlist is secured. Formal training is given in interview and sales techniques. Supervisor is available for assistance as well as critique and additional training. Training also provides knowledge of benefits of membership and pertinent rules, policies and regulations used to determine applicant's eligibility for enlistment.

I. Average of 1 to 2 hours per applicant is required to complete enlistment forms and secure verification documents from the applicant. Average wait of one week to arrange for administration of applicant mental exam. Often required to transport applicant to and from exam site in another community from 50 to 100 miles one-way. Use procedures contained in enlistment regulations. In cases where applicant has a physical condition, arrest record, educational deficiency or other potentially disqualifying factor 10 to 20 hours of additional administration may be required. Supervisor and recruiting headquarters staff are available to assist in difficult cases. Formal and informal training is provided in enlistment administration.

J. Average 2 to 4 hours per applicant in arranging for and transporting to enlistment processing in MEPS, Salt Lake City, UT. Additional 2 to 4 hours per applicant in returning applicant home following completion of processing. Vehicle is provided. In some areas, airlines may be available to transport applicants to and from enlistment processing. Follow standardized procedures. Supervisor may assist in some cases.

K. Average 4 to 6 hours per week in general recordkeeping, filing, planning, reporting and vehicle maintenance. Each function according to established procedures. Computer provided to facilitate.

L. Average 3 hours per week in individual physical conditioning. Equipment is not provided. Meet U.S. Army weight standards (AR 600-9). Pass semi-annual Army Physical Fitness Test (FM 21-20).

M. Wearing of a military uniform in accordance with established standards when on duty is a requirement (AR 670-2). Basic issue of two full uniforms with three shirts is provided. Additional uniforms may be purchased at incumbents own expense. A monthly clothing maintenance allowance is provided.

3. SUPERVISORY CONTROLS:

Supervision is provided by the Area NCOIC who provides general supervisory guidelines and assistance as needed.

4. QUALIFICATIONS:

- A. High School Graduate with diploma (If applicant has a GED they also need to have one year of college).
- B. Obtain a minimum ST score of 100.
- C. Minimum score of GT 110 (waivable to GT 100 with ST 100)
- D. Must have or be able to obtain level of security clearance required by applicable regulations and directives but not lower than SECRET.
- E. Have completed at least four years in service. Have a minimum rank of Specialist and maximum rank of Sergeant First Class.
- F. Possess a valid driver's license. Ability to safely operate and properly maintain a car.
- G. Ability to present effective classroom instruction.
- H. Possess a minimum physical profile of 132221. Knowledge of personal appearance and physical fitness regulations.
- I. Ability to work without daily supervision and effectively manage own time. Ability to organize work and prioritize tasks.
- J. Ability to exercise individual initiative, sound judgment and honesty.
- K. Ability to present a courteous, trustworthy and professional personality to the public.
- L. Knowledge of effective sales techniques. Persuasiveness. Ability to effectively communicate complex ideas to others.
- M. Knowledge of applicable rules, regulations and policies. Ability to read, understand and apply complex technical rules, regulations and policies.
- N. Ability to correctly follow administrative instructions in the completion of complex official documents. Ability to operate a computer for word processing and data base management. Knowledge of effective telephone techniques.

This announcement is for two positions, one in northern Utah and another in Utah County.